

MANAGEMENT REPORT

For the Two Months Ending 31 May 2016

	Year To Date				Full Year				Prior year
	BV1 approved budget	Actual £	Variance £	Var %	BV1 approved budget	Forecast £	Variance £	Var %	2015-16 £
GRANT IN AID	625,000	625,000	-	-	3,750,000	3,750,000	-	-	3,730,768
DP FEE INCOME	2,907,964	3,029,356	121,392	4.2%	19,580,000	20,300,000	720,000	3.7%	18,311,232
DRIPA INCOME	-	-	-	-	330,000	330,000	-	-	330,000
TOTAL INCOME	3,532,964	3,654,356	121,392	3.4%	23,660,000	24,380,000	720,000	3.0%	22,372,000
RENT	126,545	125,006	1,539	1.2%	759,270	759,270	-	-	746,048
RATES & BUILDING INSURANCE	40,000	37,954	2,046	5.1%	240,000	240,000	-	-	236,183
SERVICE CHARGES	5,096	4,426	670	13.1%	30,576	30,576	-	-	32,176
CAR PARKING	15,000	2,572	12,428	82.9%	90,000	90,000	-	-	80,779
HEAT & LIGHT	17,755	10,557	7,198	40.5%	106,528	106,528	-	-	174,069
WATER	2,667	4,182	(1,515)	(56.8%)	16,000	16,000	-	-	16,317
CLEANING	10,000	10,184	(184)	(1.8%)	60,000	60,000	-	-	60,358
SECURITY	9,833	9,333	500	5.1%	59,000	59,000	-	-	58,502
WASTE	676	1,208	(532)	(78.7%)	4,056	4,056	-	-	5,443
STORAGE	1,667	-	1,667	100.0%	10,000	10,000	-	-	16,815
REPAIRS & MAINTENANCE	15,833	9,218	6,615	41.8%	95,000	95,000	-	-	101,556
MOTOR COSTS	-	233	(233)	-	-	233	(233)	-	970
KITCHEN	3,583	4,117	(534)	(14.9%)	21,500	21,500	-	-	41,127
FURNITURE	2,245	118	2,127	94.7%	13,472	13,472	-	-	7,968
GENERAL EQUIPMENT	9,167	1,741	7,426	81.0%	55,000	55,000	-	-	13,516
STATIONERY	5,691	9,790	(4,099)	(72.0%)	34,147	34,147	-	-	34,930
POSTAGE	10,141	13,058	(2,917)	(28.8%)	60,845	60,845	-	-	69,606
DOCUMENT DESTRUCTION	1,333	1,004	329	24.7%	8,000	8,000	-	-	5,984
OTHER	-	1,616	(1,616)	-	-	-	-	-	11,207
TOTAL OFFICE COSTS	277,232	246,317	30,915	11.2%	1,663,394	1,663,627	(233)	(0.0%)	1,713,554
SALARIES	1,983,722	1,924,000	59,722	3.0%	12,325,333	12,325,333	-	-	10,864,109
OVERTIME	11,960	21,397	(9,437)	(78.9%)	71,750	71,750	-	-	100,144
PENSION	400,469	392,477	7,992	2.0%	2,412,116	2,412,116	-	-	2,170,213
NATIONAL INSURANCE	207,482	180,100	27,382	13.2%	1,244,891	1,244,891	-	-	745,893
AGENCY STAFF	14,527	34,850	(20,323)	(139.9%)	36,164	36,164	-	-	344,945
SALARIES INCOME	-	(24,818)	24,818	-	-	-	-	-	(118,912)
PENSION INCOME	-	(5,225)	5,225	-	-	-	-	-	(24,757)
NATIONAL INSURANCE INCOME	-	(2,691)	2,691	-	-	-	-	-	(10,104)
NON EXEC BOARD MEMBER	8,417	17,665	(9,248)	(109.9%)	50,500	50,500	-	-	46,707
TOTAL STAFF COSTS	2,626,577	2,537,755	88,822	3.4%	16,140,754	16,140,754	-	-	14,118,238

MANAGEMENT REPORT

For the Two Months Ending 31 May 2016

	Year To Date				Full Year				Prior year
	BV1 approved budget	Actual	Variance	Var %	BV1 approved budget	Forecast	Variance	Var %	2015-16 £
	£	£	£		£	£	£		
RECRUITMENT	8,356	14,611	(6,255)	(74.9%)	100,000	100,000	-	-	69,071
RELOCATION EXPENSES	-	-	-	-	40,000	40,000	-	-	-
HEALTH & SAFETY	4,167	8,903	(4,736)	(113.7%)	25,000	25,000	-	-	44,002
FURTHER EDUCATION	1,000	2,339	(1,339)	(133.9%)	6,000	6,000	-	-	360
TRAINING COURSES	5,017	-	5,017	100.0%	30,104	30,104	-	-	50,440
CONFERENCES	14,000	94,747	(80,747)	(576.8%)	84,000	84,000	-	-	103,235
MANAGEMENT DEVELOPMENT	4,000	1,550	2,450	61.3%	24,000	24,000	-	-	21,036
TOTAL TRAINING AND RECRUITMENT	36,540	122,150	(85,610)	(234.3%)	309,104	309,104	-	-	288,144
HOSTING, WEB AND TELEPHONY	116,325	129,098	(12,773)	(11.0%)	716,323	716,323	-	-	728,360
APP & DESKTOP SUPPORT	113,333	133,064	(19,731)	(17.4%)	680,000	680,000	-	-	731,905
SOFTWARE LICENSING	47,500	79,528	(32,028)	(67.4%)	285,000	285,000	-	-	300,177
SECURITY CONTRACT	8,333	14,280	(5,947)	(71.4%)	50,000	50,000	-	-	35,457
NOTIFICATION PRINTING	25,833	14,273	11,560	44.7%	155,000	155,000	-	-	216,938
MANAGED PRINT	7,039	31,797	(24,758)	(351.7%)	42,231	42,231	-	-	53,443
HARDWARE MAINTENANCE	13,333	18,039	(4,706)	(35.3%)	80,000	80,000	-	-	53,110
GOV SECURE INTERNET	21,667	-	21,667	100.0%	130,000	130,000	-	-	149,548
TELEPHONY CALLS & BROADBAND	16,926	33,154	(16,228)	(95.9%)	101,559	101,559	-	-	130,822
TOTAL IT COSTS	370,289	453,233	(82,944)	(22.4%)	2,240,113	2,240,113	-	-	2,399,760
ICE CRM DEVELOPMENT	66,667	21,159	45,508	68.3%	400,000	400,000	-	-	156,092
DOCUMENT STORAGE SOLUTION	29,167	1,041	28,126	96.4%	175,000	175,000	-	-	4,358
DIGITAL DELIVERY	3,333	-	3,333	100.0%	20,000	20,000	-	-	124,609
INFRASTRUCTURE	91,667	(3,667)	95,334	104.0%	550,000	550,000	-	-	548,702
OTHER PROJECT WORK	11,667	25,607	(13,940)	(119.5%)	70,000	70,000	-	-	332,795
NPS RESOURCE	-	73,183	(73,183)	-	-	-	-	-	-
TOTAL PROJECT SPEND (INC CAPITAL)	202,501	117,323	85,178	42.1%	1,215,000	1,215,000	-	-	1,166,556
CAMPAIGNS, MEDIA RELATIONS & PR	7,500	10,709	(3,209)	(42.8%)	45,000	45,000	-	-	27,580
MEDIA MONITORING	7,500	56,922	(49,422)	(659.0%)	45,000	45,000	-	-	71,084
DESIGN & PRINT	9,167	12,858	(3,691)	(40.3%)	55,000	55,000	-	-	66,918
DISTRIBUTION	6,667	15,468	(8,801)	(132.0%)	40,000	40,000	-	-	24,900
SURVEYS	11,000	23,204	(12,204)	(110.9%)	66,000	66,000	-	-	111,191
CONFERENCES GENERAL	17,333	51,743	(34,410)	(198.5%)	104,000	104,000	-	-	288,952
CONFERENCE INCOME	(7,333)	(585)	(6,748)	92.0%	(44,000)	(44,000)	-	-	(57,151)
CONFERENCE EUDP	-	-	-	-	50,000	50,000	-	-	-
ICON DEVELOPMENT	4,000	-	4,000	100.0%	24,000	24,000	-	-	5,178
STAFF EVENTS	1,000	10,092	(9,092)	(909.2%)	6,000	6,000	-	-	27,651
WEB MAINTENANCE	5,000	2,682	2,318	46.4%	30,000	30,000	-	-	49,397
TOTAL COMMUNICATIONS	61,834	183,093	(121,259)	(196.1%)	421,000	421,000	-	-	615,700

MANAGEMENT REPORT

For the Two Months Ending 31 May 2016

	Year To Date				Full Year				Prior year
	BV1 approved budget	Actual	Variance	Var %	BV1 approved budget	Forecast	Variance	Var %	2015-16 £
	£	£	£		£	£	£		£
BANK CHARGES	5,000	227	4,773	95.5%	30,000	30,000	-	-	30,956
CARD PROCESSING CHARGES	12,120	13,360	(1,240)	(10.2%)	72,720	72,720	-	-	75,726
BAD DEBT WRITE OFFS	-	-	-	-	-	-	-	-	5,410
EXTERNAL AUDIT	5,000	-	5,000	100.0%	30,000	30,000	-	-	32,500
INTERNAL AUDIT	6,228	-	6,228	100.0%	37,368	37,368	-	-	36,642
CORPORATION TAX	-	-	-	-	-	-	-	-	61
SUSPENSE	-	(2,069)	2,069	-	-	-	-	-	-
TOTAL FINANCIAL COSTS	28,348	11,518	16,830	59.4%	170,088	170,088	-	-	181,295
TRAVEL UK	66,530	53,511	13,019	19.6%	418,500	-	418,500	100.0%	380,385
TRAVEL OVERSEAS	7,760	12,787	(5,027)	(64.8%)	46,500	418,500	(372,000)	(800.0%)	76,093
TRAVEL INCOME - UK	-	(1,059)	1,059	-	-	46,500	(46,500)	-	(6,404)
TRAVEL INCOME - OVERSEAS	-	(2,717)	2,717	-	-	-	-	-	(16,302)
TOTAL TRAVEL	74,290	62,522	11,768	15.8%	465,000	465,000	-	-	433,772
LEGAL	49,933	37,221	12,712	25.5%	349,500	349,500	-	-	223,118
LEGAL COSTS RECOVERED	-	(2,894)	2,894	-	-	-	-	-	(7,289)
LIBRARY & SUBSCRIPTIONS	15,533	9,412	6,121	39.4%	93,200	93,200	-	-	72,720
PROFESSIONAL SUBS	2,835	207	2,628	92.7%	17,148	17,148	-	-	18,727
SUBSISTENCE	-	44	(44)	-	-	-	-	-	239
RESEARCH	8,333	11,945	(3,612)	(43.3%)	50,000	50,000	-	-	38,367
PRIVACY SEALS	-	-	-	-	-	-	-	-	50,655
DP REGULATION FUTURES PROJECT	-	-	-	-	-	-	-	-	20,000
PROFESSIONAL SERVICES	36,082	10,896	25,186	69.8%	216,325	216,325	-	-	155,067
STAFF RECOGNITION	1,479	132	1,347	91.1%	8,871	8,871	-	-	8,901
TOTAL LEGAL, PROFESSIONAL & OTHER	114,195	66,963	47,232	41.4%	735,044	735,044	-	-	580,505
TOTAL COSTS	3,791,806	3,800,874	(9,068)	(0.2%)	23,359,497	23,359,730	(233)	(0.0%)	21,497,524
OPERATING CASH SURPLUS	(258,842)	(146,518)	130,460	(50.4%)	300,503	1,020,270	720,233	239.7%	874,476